



DEPARTMENT OF WATER RESOURCES
EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

PERSONNEL SPECIALIST
DEPARTMENTAL PROMOTIONAL

This cancels and supersedes the bulletin issued August 2002.

FINAL FILING DATE	<p>CONTINUOUS FILING</p> <p>The Department plans to test every six months if there is a sufficient candidate pool available.</p> <p>Application form (STD 678) will be accepted on a continuous basis and will be held until an examination is scheduled. Test dates are set by the Department of Water Resources. Testing is considered continuous as dates can be set at any time and the eligible list is merged. Once examination date(s) have been established, subsequent applications received will be held until the next administration of the examination. <u>Faxed or photocopied applications must be followed by an application with an original signature in order to be accepted into the exam.</u></p>
WHO SHOULD APPLY	Applicants must have a permanent civil service appointment with the Department of Water Resources.
HOW TO APPLY	<p>Submit applications to:</p> <p>Department of Water Resources P.O. Box 942836 1416 9th Street, Room 320 Sacramento, CA 94236-0001</p> <p>Applications may be delivered in person to the street address above.</p> <p>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</p>
IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.
SALARY RANGE	<p>Range A: \$2431 - 2955 Range B: \$2797 - 3401 Range C: \$2895 - 3519 Range D: \$3127 - 3800</p> <p>Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B, Range C, or Range D.</p> <p>Range B. This range shall apply to persons who have 12 months of satisfactory experience in the California state service performing duties of a Payroll Specialist, Range A, or a Personnel Specialist, Range A. or</p> <p>May apply to persons who have two years of satisfactory experience outside of State service performing personnel/payroll duties comparable to those of a Personnel or Payroll Specialist.</p> <p>Range C. This range shall apply to all persons who have 12 months of satisfactory experience in the California state service performing the duties of a Payroll Specialist, Range B, or a Personnel Specialist, Range B.</p> <p>Range D. This range shall apply to all persons who have satisfactorily completed one year of experience in the California state service performing the duties of a Payroll Specialist, Range C, or a Personnel Specialist, Range C.</p>
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list has been established for this classification. Names of successful competitors will be merged onto the list in order of final scores, regardless of the examination date. Eligibility for new candidates will expire after 12 months , and competitors may test only once during a 12-month testing period .
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Either I</p> <p>One year experience in the California state service performing office duties at a level of responsibility equivalent to an Office Assistant, Range B.</p> <p>Or II</p> <p>Two years of office experience. [Academic education above the 12th grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business nature being equivalent to six months of experience.]</p>
ADDITIONAL DESIRABLE QUALIFICATIONS	Familiarity with automated systems.
POSITION DESCRIPTION	<p>This is a multirange level class, spanning entry through advanced journey levels. Incumbents assigned to Range A perform the least difficult transactions duties. Based upon the appropriate alternate range criteria, incumbents advance to Ranges B, C, and D. Under close supervision at the entry level, and under general supervision at the journey and advanced levels, and in accordance with established procedures, incumbents are assigned progressively more complex and difficult transactions duties in a variety of personnel transactions areas. Experienced incumbents in this class may provide functional guidance to lower-level staff.</p> <p>Positions exist in Sacramento with the Department of Water Resources.</p>
EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal Interview – Weighted 100.00% . In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SCOPE OF EXAMINATION	Qualifications Appraisal Interview – Weighted 100.00%
In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:	
<div><div>A. Knowledge of:<ol style="list-style-type: none">Current office methods, procedures, and equipment (e.g., information disclosure, customer service, 10-key calculator, word processing and spreadsheets software, internet, e-mail, fax machine, photocopier, typewriter, etc.) to ensure the efficient operation of personnel/payroll services.Basic math principles.</div><div>B. Ability to:<ol style="list-style-type: none">Multitask to effectively manage workload and to comply with mandated policies and deadlines..Apply laws, rules, regulations and bargaining unit contract provisions to ensure consistency, conformity and compliance with departmental, State, and/or Federal laws, rules, regulations, policies, guidelines and/or MOUs.Think logically in order to take appropriate action.Gather data to draw appropriate conclusions and make decisions when completing work assignments and projects.Independently interpret and use reference materials and sources to ensure conformity, consistency, and compliance with departmental, State, and/or Federal laws, rules, regulations, policies, guidelines and /or MOUs.Give and follow oral and written directions in order to complete work assignments and projects.Advise employees of their rights to provide assistance regarding various personnel/payroll matters.Consult with supervisors on alternative actions that they make on various transactions situations.Communicate clearly and concisely with others (e.g., departmental employees, control agencies, and/or public, etc.), both orally and in writing, by listening effectively to exchange and relay information related to various personnel/payroll matters.Operate a personal computer in order to perform word processing, spreadsheets and correspondence.Establish and maintain working, cooperative relations with departmental employees, control agencies, personnel from other State agencies and/or public.Organize and prioritize work to effectively manage workload and to comply with mandated policies, procedures, laws, and rules, in a highly structured, deadline-oriented work environment.Maintain personnel/payroll documents (e.g., Official Personnel Files, Disability Claims Files, medical files, accounts receivables, garnishments, etc.) to ensure consistency, conformity, and compliance with laws, rules, regulations, policies and procedures.Coordinate a variety of personnel/payroll matters to ensure consistency, conformity, and compliance with laws, rules, regulations, policies, and procedures, etc., and provide quality service.Research various personnel/payroll matters to recommend effective, appropriate courses of action.Analyze personnel/payroll matters accurately and thoroughly, in order to determine and recommend effective, appropriate courses of action.Work independently with minimal day-to-day supervision for routine work assignments.</div><div>C. Skill to:<ol style="list-style-type: none">Promote positive, collaborative, and professional working relationships.Use tact and diplomacy in stressful situations when dealing with the needs, problems, and/or concerns of a variety of individuals including departmental employees, staff from other State agencies, personnel from control agencies, etc.</div><div>D. Willingness to:<ol style="list-style-type: none">Maintain confidentiality.Work special projects as requested.Assume increasing responsibility.Work overtime, weekends or holidays as required to meet specific deadlines.Present self in a professional manner.</div></div>	
VETERANS PREFERENCE	Veterans Preference Credit is not granted in promotional examinations.
GENERAL INFORMATION	
The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.	
For any examination without a written feature it is the candidate's responsibility to contact the Recruitment and Selection Services Section of the Department of Water Resources, (916) 653-4927 three weeks after the final filing date if he/she has not received a progress notice.	
Applications are available at Department of Water Resources' offices, local office of the Employment Development Department, the State Personnel Board, and the SPB web site: www.spb.ca.gov .	
If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.	
General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.	
Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.	
If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.	
Interview Scope: When an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, ability and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.	
Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.	
Devices for Communications Impairment TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. TDD: (916) 653-1804; California Relay Service: 1-800-735-2929 (TDD); 1-800-735-2922 (Voice)	
For information regarding this examination, please contact Fariba Shahmirzadi at (916) 653-4927.	
DP (Rev. 4/05)	(FS)